

ROSEBUD COUNTY
Job Description

CLASS TITLE: Fair Manager

DEPARTMENT: Fair

ACCOUNTABLE TO: Chairman Fair Board / Board of County Commissioners

PRIMARY OBJECTIVE OF POSITION: Under general supervision, preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development, and event production; Work varies somewhat utilizing individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include prolonged sitting, frequently climbing ladders, bending, stooping, and lifting up to 50#s (greater with assistance);
- Work may be performed in inclement weather where exposure to heat, cold, and rain may occur;
- Must possess a valid Montana Operator's license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Responsible for the planning and organization of the daily operations of the fairgrounds to ensure all operations are conducted safely, efficiently, and in accordance with established advisory guidelines of the Fair Board, the County Commission, and all applicable laws;
- Responsibilities include operations, personnel, supplies, and coordinating, scheduling and overseeing activities and events held at the fairgrounds. This includes booking events, ticketing, overseeing set up and take down for fair events, and advertising;
- Maintains an office at the fairgrounds where all correspondence, production files, supplies are stored;
- Works with the Fair Maintenance Supervisor to ensure grounds, equipment, and buildings are maintained properly and employees are provided with a safe working environment and equipment;
- Prepares the annual Fair Budget and prepares for the annual audit;
- Assures qualified personnel are hired and trained, and works with the Maintenance Supervisor in performing performance appraisals, terminating employment if needed, and conducting disciplinary grievance hearings;
- Oversees and performs a variety of fee collections, associated budgetary duties as ticketing and recording all transactions in accordance with County procedures;
- Assures adequate staff are provided for events and activities held at the fairgrounds, schedules Board meetings, prepares Board Agenda, and takes minutes of Board meetings;
- Performs a variety of administrative duties including the maintenance of electronic data bases, rental records, supplies inventory, greets clients, and answers the phone;

CLASS TITLE: Fair Manager (continued)

- Performs other duties as assigned including managing special projects, cleaning restrooms, floors, and facilities as needed, provides backup for other staff, facilitates training, etc.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Supervises part time employees in the fair offices prior to, during, and after the fair season; Works with the Fair Maintenance Supervisor as requested to supervise/manage seasonal outside crew.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent supplemented with office secretarial experience;
- Associate Degree helpful; PLUS
- Two (2) years of work experience in Fair Management;
- Must be 18 years of age;
- Must possess a valid Montana Operator's license.

EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Coordinates facility rentals, event scheduling, contract administration, and preparation of rental bids;
- Position requires the ability to plan, organize, direct, and coordinate the work of personnel engaged in the operation of the Fair and other scheduled events/activities;
- Meets schedules and time lines, works independently, prioritizes work, and possesses the ability to multi-task;
- Effectively applies time management skills, problem solving, establishes and maintains a positive and productive working relations with a diverse group.
- Prepares and monitors the Department budget;
- Substantial contact with public, employees, and others where the ability to perform duties is directly affected through communication and rapport established;
- Performs other duties as may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 10-21-2015